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27 SEP 1962

MEMORANDUM FOR: Director of Security

SUBJECT : Implementation of USIB Policy Statement
Concerning Counterintelligence and
Security Responsibilities

1. Action to implement the USIB Policy Statement is proposed as follows:

TAB "A" - Counterintelligence

a. Indoctrination

Prepare orientation booklet for security personnel to include E. O. 10450, E. O. 10501 and pertinent provisions of NSCID No. 5, DCID's No. 5/1, No. 5/2 and No. 5/3; and the "Guide".

Responsibility: Executive Staff

b. Coordination between Security and CI Staff

Existing liaison with CI Staff to be reviewed to determine and establish definite reporting channels to ensure the exchange of pertinent security and counterintelligence information both at headquarters and in the field. A central liaison point could be established within the Office of Security and all inquiries from the Office of Security to CI Staff concerning strictly counterintelligence matters to be funneled through the liaison. The liaison within the Office of Security to ensure that pertinent security information furnished

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by CI Staff is disseminated to the appropriate Office of Security components both at headquarters and in the field. The liaison point should, as well, exchange pertinent security information with security counterparts in other agencies and departments as appropriate.

EXECUTIVE STAFF

Responsibility: Security Research Staff
(To also serve as liaison point with CI Staff)

c. Special Security Studies

Components of the Office of Security which are familiar with any form of penetration threats or attempts against activities overseas, particularly in those areas involving U. S. personnel, organizations and installations, should be responsible for maintaining such information on a continual basis for inclusion in security studies which will be prepared as appropriate. Particular emphasis shall be placed upon specialized studies involving particular cities, countries or areas.

The field should be advised to report promptly to headquarters such information as indicated above.

EXECUTIVE STAFF

Responsibility: Security Research Staff
should have primary responsibility for preparation of the above security studies and shall draw upon such other information or studies which may be available among other components in the Office of Security.

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d. Assignment of Trained Security Personnel Overseas

Existing assignments overseas involving security responsibilities should be reviewed to ensure that personnel adequately trained in security are given such assignments.

Responsibility: Administration and
Training Staff

e. Establishment of Training Programs

Existing training programs for security personnel should be reviewed to ensure that such personnel are kept abreast of counterintelligence and security programs and techniques and methods of reporting pertinent security information. Of particular concern are training programs for security officers prior to overseas assignment.

Meetings with training officers of other agencies within the community will undoubtedly be necessary to determine wherein training facilities can be exchanged to ensure that security officers within the intelligence community are offered similar training.

Responsibility: Administration and
Training Staff in co-
ordination with the
Office of Training

f. Annual Review of Security Operations

An annual review should be conducted of security operations and programs affecting personnel and

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installations overseas. A report should be prepared for the DCI to be submitted through the DD/S. Of concern will be the following items:

- (1) Reported security threats to personnel and installations overseas and counteraction taken.
- (2) Inspections of installations overseas.
- (3) Extent of coordination with other agencies.
- (4) Recommendations.

Responsibility: Executive Officer

TAB "B" - Personnel Security Overseas

a. Area Orientation

All Agency employees, prior to overseas departure and on lateral transfers in the field, should be briefed as to the activities of the counterintelligence and security services of the country to which they will be assigned. Personnel should be briefed as to the existence and danger of Soviet and Communist Party directed activities, including penetration, provocation and capabilities against U. S. personnel and installations. Personnel should also be briefed as to customs, local laws and local law enforcement.

Responsibility: Security Research Staff

[Employees Activities Branch] *Per Sec D-1*

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b. Briefing as to Penetration and Surveillance Techniques

Prior to overseas departure all personnel should be appropriately briefed as to hostile penetrations, surveillance techniques and appropriate counter-measures which may be taken. Where possible, hostile devices actually utilized should be demonstrated.

Responsibility: Technical Division

2. It is proposed that a meeting be held with appropriate components within the Office of Security to discuss the assignment of responsibilities as indicated above. Subsequently, a meeting should be held with representatives of the CI Staff to fully develop and establish the coordinating responsibilities between Security and CI Staff and appropriate instructions to headquarters and field personnel.

Signed

R. L. Bannerman
Deputy Director of Security

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